



## GS Course Outline:

**PowerPoint:**

PowerPoint is used to create slideshow presentations with colourful backgrounds, movement and colour.

**Objective:**

- Get started with presentation-making by creating **PowerPoint** slides, selecting layouts, adding text, a bulleted list, a table, a graph, a picture, icon clips and SmartArt. Learn how to edit master templates, insert a footer, apply an attractive ready-to-use design, and how to get the most from the various ways to view, present and print your results.

**Prerequisite:**

Basic Windows, Keyboarding and Mouse skills  
Access to Microsoft PowerPoint software

**Duration:**

**2 hours** (with a short break mid-way through if needed) – class opens 10 minutes early and stays open 10 minutes later for additional questions.

**Cost:**

Only \$189.00 + HST (13%)

**Topics:**

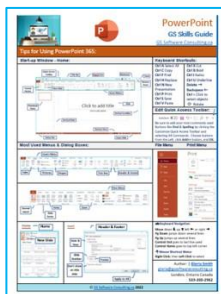
1. Start PowerPoint
2. Save and Name a Presentation
3. Understand the View
4. The Default Presentation
5. Slide Layout Designs
6. Add Footer Details
7. Edit Slide Masters
8. List, Table, Graph, Graphic & SmartArt
9. Apply a Slideshow Design
10. Add Slide Transitions
11. Play the Slideshow
12. Slideshow Print Options

**Hands-on Practice Lesson:**

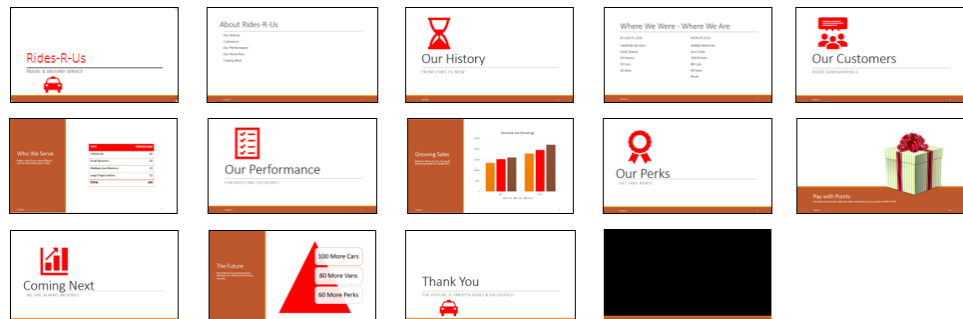


**Rides-R-Us Promotional Presentation**

Course includes the **PowerPoint GS Skills Guide** for Reference



PowerPoint GS Skills Guide



Owner, Course Author and Instructor: | [Gloria Smith](mailto:Gloria Smith)

To Register email [gloria@gssoftwareconsulting.ca](mailto:gloria@gssoftwareconsulting.ca)

Or Visit the [GS Bookings Calendar](#)

London, Ontario Canada

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